



SPECIAL EVENT PERMIT GUIDE

EVENTS OPEN TO THE PUBLIC

(This permit is not for Private,
"By Invitation Only" Events)

2017

Department of Public Administration

Parks & Recreation Division

City Hall (Ground Floor) • 411 West 1st Street

Duluth, MN 55802-1198

Special Event Permit Line: 218.730.4305

<http://www.duluthmn.gov/parks/reservations-permits>

PARKS AVAILABLE FOR SPECIAL EVENTS

BAYFRONT FESTIVAL PARK

BAYFRONT PARK PLAZA

BAYFRONT FAMILY CENTER

700 Railroad Street (S 5th Av W & Railroad St)

PERMITS OBTAINED DIRECTLY FROM THE DECC

The Duluth Entertainment Convention Center (DECC) is the current manager of this park. Call 218.722.5573 or email bayfront@decc.org for more information.

BRIGHTON BEACH

63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, rocky beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

CHAMBERS GROVE

137th Av W & Hwy 23

Pavilion with fireplace, grills, tables, boardwalk, restrooms, electricity, large open spacegood for large picnics; parking for 25 cars.

CHESTER BOWL PARK

1801 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricitygood for outdoor concerts, smaller picnics. Parking for 80 cars.

ENGER PARK

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, gazebo overlooking City, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

LAKE PLACE PARK

2nd Av E & Michigan S

Electric, benches....good for small concerts. Restrooms are nearby on the Lakewalk..

LAKEWALK

7.5 miles from Canal Park to 63rd Av E/Brighton Beach

Good for special events such as fundraising walks (wheelchairs are okay, but motorized vehicles not allowed). Electricity at Endion Station Plaza area only. (Endion Station Plaza area is for limited, low-impact use upon advance approval only.)

LEIF ERIKSON PARK

11th Av E & London Rd

Stage, portable restrooms only (restroom building available in nearby Rose Garden), electricity....good for outdoor concerts and craft sales, etc., for groups up to 1,500; parking for 50 cars in the Rose Garden lot.

LESTER PARK

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field....good for large picnics; parking for 50 cars. Portable restrooms only. No running water.

LINCOLN PARK

25th Av W & 3rd St

Pavilion, portable restrooms, grills, tables, electricity, playground, trails...good for large picnics; parking for 10 cars. (Does not include skating rink area of park.)

PARK POINT RECREATION AREA

45th St & Minnesota Av

Pavilions (2), grills, tables, electricity, restrooms playground, ballfields, soccer fields, sand volleyball courts, fishing pier, boat launch, trails, beach house.... good for picnics for groups to 300; parking for 385 cars. (Beach House rentals and all other event permits obtained directly from the YMCA. Call Cheryl at 218.722.4745 Ext.164 or email cpodtburg@duluthymca.org for scheduling and application information.)

Choose a park that is suitable for your needs. Picture illustrations of some parks are available by email or on the City website listed above.

Certain permits (i.e. alcohol) or services require 30 or more days advance notice of need. Last minute requests cannot be accommodated.

**PERMITS ARE
NON-TRANSFERRABLE
AND FEES NON-REFUNDABLE.**



DULUTH PARKS

Fun Places, Great Spaces!

THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE SPECIAL EVENT PERMIT PROCESS: Keep on hand until the completion of your event.

A special event is one that is: 1) open to the public, and/or 2) charges an admission or registration fee. Private events subject to this permit requirement are those that have a higher safety risk (inflatable games, etc.) or are considerably higher in attendance. To be held on City of Duluth park land, a Special Event Permit is required.

WHAT IS A SPECIAL EVENT?

If your event is a private "by invitation only" occasion, such as a family reunion or company picnic, call 218.730.4305 to obtain the proper permit. (The exception to this for private events is stated above.) "Wedding Event Permits" for ceremonies, rehearsals, or picnic receptions can be obtained by calling 218.730.4330. If your event is held on city streets only, the proper permit is available through the City Clerk's Office at 218.730.5404. If your event is on park land and city streets (duathlon, etc.), both permits are required. Groups of 40 or more must have a permit, but any size group may consider obtaining a permit to secure the space. Otherwise, the park space is first come-first served.

PARK RULES

- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available). **The park will still remain open to the public.** Permit must be in permittee's possession at event to enforce its privileges. This includes asking individuals to move from the designated reserved space.
- Your reservation will automatically be canceled if payment and insurance certificate are not received 30 days or more in advance of your event. (See page 3 for insurance requirements.)
- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Most parks close at 10 PM, unless posted to close at 12 AM. Everyone must be out of the park by closing time unless permit gives special permission for extended time in the park.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.
- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Damage deposit will be withheld if failing to do so.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key is available for a \$20 deposit to allow vehicle entry for unloading into Lester Park, Leif Erikson Park, Lincoln Park or Chambers Grove. Vehicles cannot remain in the park and the post or gate must remain locked during your event.
- **ALCOHOLIC BEVERAGES:** The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for information on alcoholic beverages.)
- **FOOD:** You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, waterways, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional information, contact Todd at tcarlson@duluthmn.gov, 218.591.2343 or 218.730.4051.)
- **ELECTRICITY/WATER:** Most parks are equipped with 110 volt electrical outlets. Multiple items may cause overloads. Additional electrical needs, in some cases, may be accommodated through a portable electrical panel, requiring advance arrangement and a \$100 per panel deposit for use.
- **FIRES/BONFIRES:** Bonfires require an additional permit from the Duluth Fire Department (218.730.4380). Campfires are allowed only in existing fire pits or fireplaces. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreational fire - no burning of materials from the park. Fire must be attended to at all times and completely extinguished before leaving, removing all burned and unburned material.
- **VENDORS:** All vendors selling food or products at your event must have: 1) current applicable licenses, issued by the State of Minnesota, 2) all necessary sales tax permits, and 3) product liability insurance. The City charges a vending fee of \$20 per 10' x 10' space per day which must be paid within 7 days following the event. (This is in addition to the standard permit fees.)
- **PORTABLE TOILETS:** When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on what is recommended for size of event.
- **GARBAGE DISPOSAL/RECYCLING:** When additional garbage and recycling receptacles are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on what is recommended for the size and type of event. (Direct recycling questions to 218.730.5151.)

TIME SLOT

- 7 am to 3 pm
- 4 pm to 10 pm
- 7 am to 10 pm (will be charged for two slots)

****The majority of parks close at 10 pm****

NOTE: Reserve enough time needed for set-up and tear-down of your event. Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

SPECIAL EVENT FEE STRUCTURE

Permits are non-transferrable and fees non-refundable
Fees are per time slot reserved

1 - 150 persons	\$100 Resident \$160 Non-Resident
151+ persons	\$150 Resident \$240 Non-Resident
Race Events (additional)	\$.50 per participant
Permit Late Fee	\$50 (if request comes in less than 30 days of event)
Permit Replacement Fee	\$25
Alcohol Consumption	\$125

DEPOSITS

Damage/Clean Up Deposit (exception - Trail Events)	\$150
Trail Events Damage/Clean Up	\$500
Portable Electrical Panel Deposit (per panel)	\$100

Beginning February 1st, it is anticipated that credit card payments will be accepted via website at <http://www.duluthmn.gov/parks/reservations-permits>. If paying by check, deposits must be issued in a separate check, not combined with permit fees. The deposit will be held and returned if site is free of damage

INSURANCE REQUIREMENTS

Proper insurance is required for the time city property is occupied. The following must be provided:

- The minimum amount of a commercial general liability policy shall be **\$1,000,000** each occurrence (as per State legislature requirement). Some events may require higher insurance limits, as per level of risk.
- A "Certificate of Insurance" listing the City of Duluth as the additional insured and certificate holder, along with park and date of use, should be mailed to:

Parks & Recreation Division

Attn: Kraig Decker ● City Hall (Ground Floor)

411 West 1st Street ● Duluth, MN 55802-1198

(It can also be faxed to 218.730.5913, Attn: Kraig or emailed to kdecker@duluthmn.gov)

CHECKLIST - Please Read and Follow

TENTATIVE PHONE OR EMAIL RESERVATION: Call 218.730.4305 or email kdecker@duluthmn.gov to check park availability and make tentative reservation.

If making a reservation directly at the website at <http://www.duluthmn.gov/parks/reservations-permits>, you will be contacted by our office with additional instructions.

Call permit line to cancel any reservations made where plans have changed.

APPLICATION SUBMISSION: Following reservation, mail proper application form from this permit guide to the Parks & Recreation Division. The "Hold Harmless" section must be signed. Send immediately; you will be contacted with final fees after review of application.

EVENT DIAGRAM: At time of application, submit a rough sketch or description of placement of various components of your event, such as registration area, vendors, entertainment, toilets, etc. (Some park illustrations are available for use, if needed, in making diagram; email your request.)

CERTIFICATE OF INSURANCE: Obtain certificate for policy according to requirements listed on this page. **Make sure the insurance agent is correctly informed on these requirements.**

PERMIT FEES: After fees have been determined, mail a check payable to the "City of Duluth" or pay by credit card via website listed at the top of page 1. Permit will not be issued until fees have been paid. (Include a separate check for the appropriate damage/clean-up deposit.)

ALCOHOL CONSUMPTION PERMITS: See page 4 if alcohol is served at your event.

TENT STAKING: State law requires that you contact Gopher State One before any type of digging to avoid underground utility lines. You can visit www.gopherstateonecall.org and enter your dig information online, or you can call 1.800.252.1166 directly. They can answer any questions you have. According to law, this must be done each time, even if your event is held annually at the same site.

ELECTRICAL/WATER NEEDS: Direct questions about special needs not standard in the park of choice, well in advance. Additional fees may apply. Call Luke at 218.390.7708 for more information.

POLICE, TRAFFIC OR "NO PARKING" NEEDS, CONES OR BARRICADES: Call (218) 730.5678 to discuss needs. Call at least 30 days in advance to arrange for special services. Fees apply.

CONTACT PERSON: Only one person should be in touch with this division as the designated contact person for permit business to avoid confusion and duplicate work.

PERMIT DENIED WITHOUT PROPER INSURANCE.

All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit. Applications must be submitted at least 30 days in advance of event.

Alcohol Consumption Permit Fee: \$125

ALCOHOL CONSUMPTION POLICIES
for
SPECIAL EVENT PERMITS
PRIVATE EVENT PERMITS
WEDDING EVENT PERMITS

IF APPLYING FOR AN ALCOHOL CONSUMPTION PERMIT, THE FOLLOWING THREE FORMS MUST ALL BE SUBMITTED TOGETHER TO DETERMINE SECURITY NEEDS:

- Special Event Permit Application
- Alcohol Consumption Permit Screening Form
- Extra Duty Police Services Application

"OPEN TO THE PUBLIC" EVENTS
(Special Event Permits)

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required. A copy of the contract must be submitted.

Some clubs, charitable organizations, religious organizations and other non-profit organizations in existence for at least three years may receive a temporary on-sale liquor license. Contact the City Clerk's office at 218.730.5500. Start this process at least 30-45 days in advance of your event. A copy of the license from the City Clerk must be submitted to Parks and Recreation before the final special event and alcohol consumption permits will be issued. More information is available at <http://www.duluthmn.gov/licenses-permits>.

"PRIVATE EVENTS" - NOT OPEN TO THE PUBLIC
(Wedding Event Permits and Private Event Permits)

Alcohol at No Charge - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. A copy of the contract must be submitted.

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted.

SECURITY REQUIREMENTS FOR ALCOHOL CONSUMPTION

Pending review of this application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. You will be instructed by the police department directly.

SECURITY REQUIREMENTS are determined by Officer Cha Vang. Direct questions, once your three required forms listed above are submitted, to either 218.730.5687 or cvang@duluth.mn.gov.

- **ALCOHOL CONSUMPTION IN A PARK BUILDING** is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

No alcohol consumption permit will be issued without security requirements first approved by the Duluth Police Department.

Sections of these policies are enforceable by City Ordinances and State Statutes:
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414



CITY OF DULUTH PARKS & RECREATION DIVISION

Special Event Permit Application

Name of Event:			
Date/s of Event:		Day/s of Week:	
Estimated Attendance:			
Type of Event (picnic, concert, walk, race, etc.):			
Event Sponsor/s:			
Contact Name:		Organization:	
Address:		City:	State: Zip:
Home Phone:		Work Phone:	Cell Phone:
Email Address:		Approximate Arrival Time:	
<u>CHOOSE THE APPROPRIATE PARK FOR YOUR NEEDS</u> Brighton Beach <input type="radio"/> Lakewalk <input type="radio"/> Chambers Grove <input type="radio"/> Leif Erikson Park <input type="radio"/> Chester Park <input type="radio"/> Lester Park <input type="radio"/> Enger Park <input type="radio"/> Lincoln Park <input type="radio"/> Lake Place Park <input type="radio"/> Other _____		<u>TIME SLOT</u> 7 am - 3 pm <input type="radio"/> 7 am - 10 pm <input type="radio"/> 7 am - 10 pm will be 4 pm - 10 pm <input type="radio"/> charged for two time slots Note: Reserve enough time to allow for set-up and tear-down of your event. Do not assume you can come early and stay late - it may already be reserved by another group.	

Complete Front and Back (Page 2) of Form - Sign and Date Before Returning to Parks & Recreation
Items You Will Require or Use for Your Event - Check All That Apply

<u>Provided or Arranged by the City of Duluth</u> <input type="checkbox"/> Standard Electric (110 Volt) <input type="checkbox"/> Portable Electric Panel (deposit required for use) <input type="checkbox"/> Water (where available) used for <input type="checkbox"/> Fire: _____ Campfire/Fireplace Bonfire (separate permit required) <u>Provided or Arranged by You</u> <input type="checkbox"/> Police Department Needs (street closure, traffic control, no parking zones, cones barricades, above average parking) <input type="checkbox"/> Additional Garbage Service Dumpsters _____ Cans _____ Other _____ <input type="checkbox"/> Additional Portable Toilets # of toilets _____ <input type="checkbox"/> Staked Tents _____ Free-Standing/Weighted Tents _____ Inflatable Games _____ Other _____ State law requires a call to Gopher One at least two weeks in advance. See information in brochure. <input type="checkbox"/> Vendors # of 10 x 10 spaces _____	<u>Alcoholic Beverage Consumption Permit</u> Check appropriate box below if applying for an Alcohol Consumption Permit and then complete and return additional "Alcohol Consumption Permit Screening Form" and "Extra Duty Police Services Application" (3 forms total). (Police form will be shredded if officers are not assigned.) <input type="checkbox"/> OPEN TO THE PUBLIC Event <input type="checkbox"/> PRIVATE Event (by invitation only) See Page 4 of Green Permit Guide for Explanations on Types of Alcoholic Beverage Consumption Permits <u>Security</u> See page 4 of permit guide, complete "Alcohol Consumption Permit Screening Form" and "Extra Duty Police Services Application" and turn in with this form. You will then be further instructed on security by the Duluth Police Department. <u>Building Rental</u> <input type="checkbox"/> Building Rental (for parks with City buildings) Name of Building and Hours of Building Rental: _____
--	--

General description of event: *(If known at time of application, include starting and ending times, activities planned and where they will be held in the park, etc. - use separate sheet of paper, if needed.)*

Items to be set up in Park: *(Tables, free-standing or staked tents, signage, etc.)*

SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Permittee Signature

Organization Permittee is Representing

Date



MAIL APPLICATION TO

Department of Public Administration – Parks and Recreation Division
Attn: Kraig Decker ● City Hall (Ground Floor) – 411 West 1st Street ● Duluth, MN 55802-1198

QUESTIONS: Call 218.730.4305 or email kdecker@duluthmn.gov

ALCOHOL CONSUMPTION PERMIT SCREENING FORM

DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT

Name of event alcohol will be served at: _____

Contact Person Name & Phone Number _____

Event Date: _____ Beginning and Ending Time of Event: _____

Applicant is a: _____ Private Party _____ Non-Profit Organization _____ Business, Company, or Club

Applicant's full legal name: _____ Date of Birth: _____

Legal Name of Corporation (if applicable): _____

Current State Filing # _____ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: _____ Attendees under 21? _____ Yes _____ No

Type of alcohol to be consumed: _____

Arrangement for serving alcohol: _____ Alcohol at no charge _____ Sale of alcohol

Alcoholic beverages will be provided/served by:

_____ licensed caterer _____ private party _____ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer _____

- ☐ This screening form must be submitted at least 30 days prior to the event with permit application
- ☐ Submit "Extra Duty Police Services Application"
- ☐ This application will be submitted to the City of Duluth Police Department for review and approval
- ☐ Additional permit or license from City Clerk's office may be required
- ☐ Licensed peace officer(s) employed by the City of Duluth or a private security firm may be required

FOR OFFICE USE ONLY:

Date alcohol consumption forms sent to Officer Cha Vang (Duluth Police Department) _____

Type of Security Required, as per Officer Vang: Duluth Police _____ Private Security _____ No Security _____

"Alcohol Consumption Permit" date of completion _____.

Processed by: _____ KD _____ KB _____ TB

NOTES:



12.8.16 Version

EXTRA DUTY POLICE SERVICES APPLICATION

PARKS & RECREATION VERSION

DO NOT COMPLETE FORM UNLESS SERVING ALCOHOL AT YOUR EVENT

Parks & Recreation will submit all forms needed for alcohol consumption directly to the Duluth Police Department.



Name of Business/Organization/Event_____

Date(s) of Service_____Hours_____

Location:_____

Contact Person_____Position_____

Contact Address_____

City_____State_____Zip_____

Contact Phone_____Billing Phone_____

Billing Name_____

Billing Address (if different from contact address)_____

City_____State_____Zip_____

Federal ID# or Social Security #_____

Notice to Applicants: The officers are at all times subject to the policies of the City of Duluth, the laws and Constitution of the United States and the State of Minnesota, and the rules and regulations governing employees of the Duluth Police Department (DPD). An applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those assignments never supersede DPD policy or procedures and the Applicant is hereby so advised. Extra duty officers remain under the exclusive control of the SCity and are accountable for strict adherence to its rules and regulations. Any conflicting rules of the Applicant will be determined by the Department. Officers may be recalled from extra duty to on duty status.

This application is for law enforcement work only and does not exempt Applicants from obtaining other necessary permits for events. The City of Duluth Police Department is NOT obligated to provide extra duty services. The City reserves its right to deny an application for extra duty officers.

DPD officers are not permitted to receive cash from Applicant for any reason.

I have read and understand the Extra Duty Application:

Applicant_____Date_____

YOU WILL BE CONTACTED BY THE POLICE DEPARTMENT ONLY IF AN OFFICER IS UNAVAILABLE FOR HIRE. Otherwise, if you have submitted this form and been instructed by police that an officer must be hired, know that an officer will be present at the time requested. The City Treasurer's Office will send out an invoice 1-2 weeks into the month following the event. If you have questions, contact the Extra-Duty Coordinator at jhansen@duluthmn.gov.

TO BE COMPLETED BY DULUTH POLICE DEPARTMENT ONLY:

Number of Officers_____Duties_____

